

### **SUPPLY SUPERVISOR, LES-7; FP-7**

Embassy Doha has an immediate vacancy for a Supply Supervisor position to work in the General Services Office.

#### **Basic function of position**

The incumbent is responsible for all supply operations in support of Embassy Doha and tenant agencies that are signatory to the Expendable and Non-Expendable cost center in ICASS. The incumbent is responsible for property management, receipt and delivery, supply and warehouse operations. The position supervises three locally employed staff.

#### **Required qualifications**

1. Completion of secondary school (High School Diploma) is required.
2. Two years of warehouse supervisory and supply experience is required.
3. Level III (Good Working Knowledge) English is required.
4. Must be knowledgeable in the DOS non-expendable property management system, property management and inventory procedures, receiving procedures, administrative supply management and stock control databases. A working knowledge of procurement procedures as it relates to receiving of goods and equipment and GSA ordering procedures is required.
5. Must be able to direct warehouse and supply room operations effectively and maintain accurate accountability of government property. Must have computer skills and a working knowledge of the MS Office Suite. Must have a valid local driver's license.

**Employment information:** This is a full-time Personal Services Agreement (PSA) position.

#### **Salary and benefits:**

Salary for Grade FSN-7 Step 01:

Rate of Exchange: US \$ 1.00 = QRS 3.64

Basic Rate: QRs 105,819

Transportation Allowance: QRs 5,460

Housing Allowance: QRs 58,884

End of Year Bonus: 1/12th of annual basic salary payable to employee each year with earnings of pay period 24.

Mid-Year Bonus: 1/24th of annual basic salary payable to employee each year with earnings of pay period 10.

Homeward passage allowance to the nearest airport of home on record for employee and eligible dependents, i.e., legal spouse who resides in Qatar and has a residency permit, and a maximum of three unmarried, dependent children under the age of 19 who has a residency permit is authorized after every

two years of service. Post provides life insurance coverage for the employee and medical insurance coverage for the employee and eligible dependents. Employee will be eligible to join post's Locally Employed Staff Provident Fund Plan after successful completion of a six-month probationary period. The Plan allows the contribution of 5 percent of basic salary by the employee, which will be matched, by a 5 percent U.S. Government contribution.

Please send a completed universal application for employment, DS-174 to [HRDoha@state.gov](mailto:HRDoha@state.gov) this form can be downloaded at: <http://qatar.usembassy.gov/media/pdfs/ds-0174.pdf>

Closing date for submitting applications is **January 23, 2012**. For more information you may visit our websites at:

- Intranet: <http://nea.p.state.sbu/sites/doha/HR/default.aspx>
- Internet: <http://qatar.usembassy.gov/job-opportunities.html>